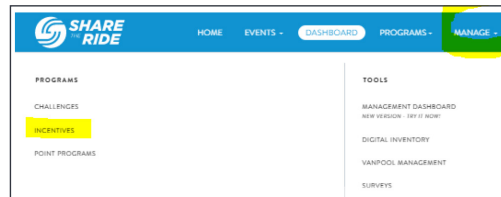
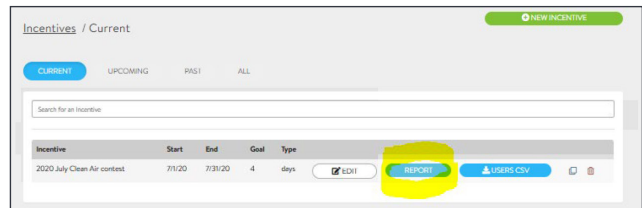


How to select a contest winner in ShareTheRide

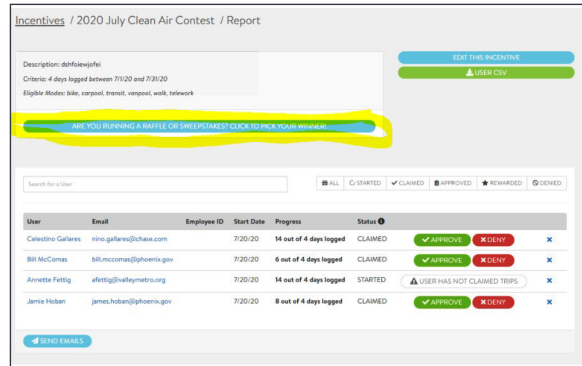
To begin, log in to ShareTheRide. From the blue navigation bar at the top of the screen, click **MANAGE – INCENTIVES**.



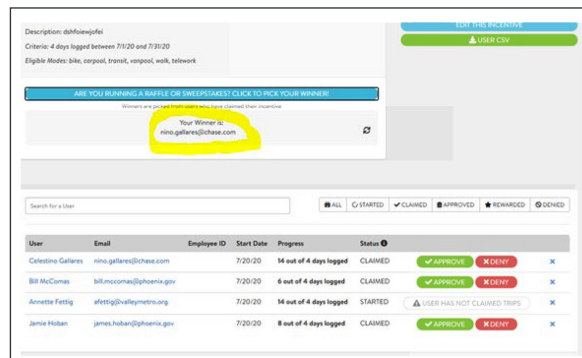
You will see a list of your current incentives. Click the blue **REPORT** button next to the incentive for which you wish to draw winners.



You will see a list of users who have entered this contest. Click the blue **ARE YOU RUNNING A RAFFLE OR SWEEPSTAKES? CLICK TO PICK YOUR WINNER!** button.



The system will select a winner. That person's email address is circled in the screenshot at right. To continue with that winner, click the green **APPROVE** button and then the **REWARD** button. To select additional winners, simply repeat the process.



Notify your winner and **KEEP A LIST OR SPREADSHEET** of winners' email addresses and the contest they won.

